

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: LIBRARY/MEDIA SPECIALIST

POSITION LOCATION: ASDB

POSITION REPORTS TO: Media Specialist III

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS:

Masters Degree and certified or the ability to be certified by the Arizona Department of Education as a teacher of Deaf and Hard of Hearing children, with course work in library science or media or related field OR Masters Degree and certified or the ability to be certified as a teacher in another field and two years of work experience in a program for deaf children, with course work in library science or media or related field.

PREFERRED QUALIFICATIONS:

Intermediate skill in American Sign Language; Teacher of the Deaf Certification; teaching experience with deaf and hard of hearing children; experience with Accelerated Reading program; experience with Library or Lab management.

MAJOR DUTIES & RESPONSIBILITIES:

Manage the library, review and select print and AV materials; direct computerized cataloging, circulating and processing operations; prepare teach lessons in library skills; arrange for special programs and displays in the library; consult with teachers and staff on library needs; prepare reports and grant proposals; order and distribute captioned films and videos; provide parents with resources through the Parent Lending Library. Adhere to the policies, procedures and guidelines of the school and agency. Assist with Accelerated Reading program; provide technical assistance to students and staff of research. Other duties as assigned.

KNOWLEDGE & SKILLS:

Knowledge of the principles and practices of library programming; planning and organizational skills; written English skills; knowledge of budget procedures and record keeping; ability to work with staff in library duties and program delivery; ability to communicate with deaf and hard of hearing children and staff. Knowledge of on-line research; skills using multi-media materials; knowledge of the Arizona Academic Standards technical skills with hardware and software.

SPECIAL CONDITION/REQUIREMENT: Must utilize appropriate personal protective equipment as required.